

Board MeetingTuesday 10th October 2023

7.30-9.00pm by Zoom:


 Swim England
East Region

In attendance: Ian Mackenzie, IM (Director, meeting Chair), Keith Belton, KB (Finance Manager, Director), Helen Stephens, HS (Director), Yvonne Stead, YS (Director), Josh Devine, JD (Regional Manager)

Also in attendance: Lucy Doyle, LD (Swim England, National Welfare Officer) *Regional Managers Update Only*

REF	MINUTES
23/112	Apologies and Introductions: IC unable to attend due to internet connectivity issues while on holiday,
23/113	Declarations of conflicts of interest: None
23/114	Minutes: The directors agreed the minutes from the last meeting were a true record.
23/115	Matters Arising: 23/115.01 – Youth Advisory Panel discussion is ongoing with Emma Winter leading on this with Lisa Whyte. JD felt the group needs to have purpose while we wait for the Regional strategy. IM suggested that we have one young person per Leadership Group. KB and YS would like an update on this issue for the November board. ACTION – JD to work with EW to present options for the next meeting – IM to speak to Chair of National YAP to attend November board meeting. 23/115.02 – Independent Examiner – KB has identified an accountant, however, has struggled to make contact. Kelly Stannard in London has made contact with a firm, which KB will make contact with, as well as a firm based in Norwich. Exploring potential options for a discount should a firm acquire both London and the East as business. 23/115.03 – Terms of Reference – Lottie Thompson is reviewing the Terms of Reference for the Regional Operations Committee. Members Forum and County Forum are sitting with IC and JD. 23/115.04 – IM and JD discussed the new fulcrums for Southend at the weekend while at Club Championships and provided an overview on the discussions, elaborating on the exact costs. IM went on to discuss the importance of the region having a facility with this equipment, with most other 10m venues in the country now having access. 23/115.05 – KB – would like to work forwards with a Memorandum of Understanding being explored. 23/115.06 – IM move forward and arrange a meeting with Southend Council and Diving Club to look at moving forward with this in time for the National Skills Finals in July. ACTION – IM to reach out to Sharn at Southend Diving to look to progress a meeting for discussion.
23/116	Finance 23/116.01 - KB budget reports have gone out and following a review of the current finances we are looking at a break even. There are still variances within Open Water and Masters. The two areas of interest currently are within Diving with a large portion of budget still waiting on cost associated to be allocated. Water Polo, is showing variance between budget and actuals in a number of sections. ACTION – IM to seek clarification from the Diving Leadership Group on this. 23/116.02 - KB has received variation to budget from the Artistic Leadership Group. The board approved the variance. JD updated on the outcomes of the Artistic Leadership Group meeting, and meeting dates had been set for 2024 to help improve operation of this group. ACTION – KB to liaise with Amy Davis regarding the action following the approval of the variance.
23/117	Regional Strategy: 23/117.01 – JD and YS to work with IC to set a date for the Working Group to meet. 23/117.02 – JD provided an update on the current projects involving Luton, Beaumont and Cambridge. These may help the region focus on equality, diversity and inclusion targets as part of the strategy. YS provided further detail on linking these projects and the targets of the strategy document.

23/118	<p>Regional Manager Update:</p> <p>23/118.01 – Lucy Doyle joined the meeting to meet the directors and give an overview of the current situation for the region, which the new Regional Welfare Officer (RWO) will provide going forward. Lucy outlined the relationship she hoped to have with the region and with the RWO. Lucy then provided an update on the Time to Listen changes with UK Coaching now taking ownership of the course and then a confidential update on the existing national data and that for Welfare and Safeguarding cases within the region as well as updating on the Sport England and Active Partnership Sport Welfare Officer Network.</p> <p>23/118.02 – JD updated the board on the directors on the appointment on Fran Vesztoczy as the new Regional Welfare Officer for the Region following a successful day of interviews. JD along with YS went on to discuss Fran's interview and provide insight into her background and reason behind her appointment over the other candidates on the day.</p> <p>23/118.03 – The directors continued the discussion around the appointment of Fran and the potential of the role to link with counties moving forward as well as receiving an overview of plans from JD on development plans with AP Brands and new forums the region will look to introduce in 2024 including a Chairs Forum lead by JD and a Welfare Forum led by Fran.</p>
23/119	<p>Regional Reset:</p> <p>Directors would like to review the wording and proposal, as feeling was work should be in place and ongoing, rather than working toward. ACTION: JD to liaise with IC and look at reassessing.</p>
23/120	<p>Risk Register:</p> <p>23/120.01 – Reviewed with no changes or concerns raised.</p>
23/121	<p>Next Board Meeting: The next Board Meeting is due to be held on 14th November 2023</p> <p>2024 meeting dates: 09/01 – 13/02 – 12/03 – 09/04 – 14/05 – 11/06 - 09/07 – 13/08 – 10/09 – 08/10 – 12/11 – 10/12</p>
23/122	<p>Any Other Urgent Business</p> <p>23/122.01 - Athlete Bursary Scheme applications received – None received. The directors to reapprove the diving coaching course expense bursary via correspondence, subject to the sight of</p> <p>23/122.02 - Diving Fulcrums (attached) – discussed as part of Matters Arising 23/115.04</p> <p>23/122.03 – DLG would like a vacancy advert and will look to recognise DB, with the group bringing a proposal to a future meeting – ACTION – JD to draft and circulate for specifics.</p> <p>23/122.04 – Role Change – EW – Directors request to move to November meeting. ACTION - JD to liaise with IC on this and a review of team workloads.</p> <p>23/122.05 – KB request to use the regional zoom account for Norfolk country training – ACTION – KB to liaise with JD on access for meetings.</p> <p>23/122.06 – ACTION - JD to follow up with Helen Weeks re the wording around the DBS and Safeguarding changes from January 2024.</p> <p>23/122.07 – HS – Concerns from some clubs over the Coach and Team Manager Ratios with smaller clubs struggling to meet the ratios required. The directors discussed this and discussed the ratio and risk assessments, with directing clubs to the FAQs for the new policy.</p> <p>23/122.08 – JD – Membership fee requested by Swim England. The directors agreed to maintain the 2023 fees into 2024, to ensure no undue increase on members in the current climate. ACTION – JD to follow up with Counties re their fees.</p>